

**UTAH STATE TREASURER
UNCLAIMED PROPERTY DIVISION**

341 South Main Street, 5th Floor
Salt Lake City, Utah 84111
Telephone: (801) 320-5360
FAX: (801) 533-4096
Toll Free (888) 217-1203
Email: holders@utah.gov

REPORT OF UNCLAIMED PROPERTY – VERIFICATION AND CHECKLIST

To be filed as part of your Annual Report of Unclaimed Property. Verification for Period Ending December 31,

Federal Tax Identification Number _____

State of Incorporation _____

Date of Incorporation _____

Number of Utah Employees _____

Primary business activity _____

Please make correction to label if address or company name has changed.

Person completing report _____ Phone: () _____ Email _____

Address, if different than above _____

Claims Contact Person _____ Phone: () _____ Email _____

Did you file a report of unclaimed property last year? _____ yes _____ no (if no, date of last report) _____

If you are a successor to a previous holder of the property, or if you have changed your name, please list such prior name below and show the year in which the change became effective.

If your report includes property held by subsidiary companies, list the name(s) of those companies.

Every person, corporation, business association, banking or financial organization, life insurance corporation, utility, court or public authority must complete the Verification and Checklist (see reverse) before filing their Utah Unclaimed Property Report. The list includes (by way of illustration, but not limitation) those items which are covered by UCA, 1953 Section 67-4a et.seq.

Under penalty of perjury, I, _____ state that I have examined this report having a value totaling \$ _____ and _____ shares as to property presumed abandoned under the Utah Unclaimed Property Law for the year ending as stated, that I am duly authorized to execute the Verification and Checklist of the Annual Report and that I believe that the said report is true, correct and complete to the best of my knowledge.

Signature: _____

Title: _____

Dated: _____

Checklist must be completed (see reverse side)

YOUR REMITTANCE MUST ACCOMPANY REPORT

Mail report To:

Utah State Treasurer
Unclaimed Property Division
341 South Main Street, 5th Floor
Salt Lake City, Utah 84111

Verification and Checklist Form ST-2

VERIFICATION AND CHECKLIST - PROPERTY TYPE CODES

Please complete the following checklist by indicating with a (✓) those items listed on “Report of Unclaimed Property”. **The number in parenthesis to the right indicates the applicable dormancy period.**

ACCOUNT BALANCES DUE

____ AC01 CHECKING ACCOUNTS (5)
____ AC02 SAVINGS ACCOUNTS (5)
____ AC03 MATURED CD OR SAVINGS (5)
____ CERTIFICATE (5)
____ AC04 CHRISTMAS CLUB FUNDS (5)
____ AC05 MONEY ON DEPOSIT TO (5)
____ SECURE FUNDS (5)
____ AC06 SECURITY DEPOSITS (5)
____ AC07 UNIDENTIFIED DEPOSITS (5)
____ AC08 SUSPENSE ACCOUNTS (5)
____ AC99 AGGREGATE (<\$25 or OWNER (5)
UNKNOWN)

____ IN07 DUE UNDER POLICY TERMS (5)
____ IN08 AGENT CREDIT BALANCES (5)
____ IN99 AGGREGATE (<\$25 or OWNER (5)
UNKNOWN)

DEMUTUALIZATION

____ DM01 SHARES (5)
____ DM02 CASH (5)

MINERAL

____ MI01 NET REVENUE INTEREST (5)
____ MI02 ROYALTIES (5)
____ MI03 OVERRIDING ROYALTIES (5)
____ MI04 PRODUCTION PAYMENTS (5)
____ MI05 WORKING INTEREST (5)
____ MI06 BONUSES (5)
____ MI07 DELAY RENTALS (5)
____ MI08 SHUT-IN ROYALTIES (5)
____ MI09 MINIMUM ROYALTIES (5)
____ MI99 AGGREGATE (<\$25 or OWNER (5)
UNKNOWN)

____ SC06 FUNDS PAID TO PURCHASE (5)
STOCK
____ SC07 FUNDS FOR STOCK/BONDS (5)
____ SC08 STOCK ONLY (5)
____ SC09 CASH FOR FRACTIONAL (5)
SHARES
____ SC10 UNEXCHANGED STOCK (5)
____ SC11 OTHER CERTIFICATE OF (5)
OWNERSHIP
____ SC12 UNDERLYING SHARES (5)
____ SC13 FUNDS FOR LIQUIDATION OR (5)
REDEMPTION OF UNSURRENDERED
SHARES AND BONDS
____ SC14 DEBENTURES (5)
____ SC15 US GOVERNMENT (5)
SECURITIES
____ SC16 MUTUAL FUNDS (5)
____ SC17 WARRANTS (RIGHTS) (5)
____ SC18 MATURED BOND PRINCIPLE (5)
____ SC19 DIVIDEND REINVESTED (5)
____ SC20 CREDIT BALANCES (5)
____ SC99 AGGREGATE (<\$25 or OWNER (5)
UNKNOWN)

CHECKS

____ CK01 CASHIERS CHECKS (5)
____ CK02 CERTIFIED CHECKS (5)
____ CK03 REGISTERED CHECKS (5)
____ CK04 TREASURER'S CHECKS (5)
____ CK05 BANK DRAFTS (5)
____ CK06 WARRANTS (5)
____ CK07 MONEY ORDERS (7)
____ CK08 TRAVELERS CHECKS (15)
____ CK10 EXPENSE CHECKS (5)
____ CK11 PENSION CHECKS (5)
____ CK12 CREDIT CHECK/MEMO (5)
____ CK13 VENDOR/EXPENDITURE CHECKS (5)
____ CK14 CHECKS WRITTEN OFF TO (5)
INCOME
____ CK15 OTHER OFFICIAL CHECKS (5)
____ CK16 CD INTEREST CHECKS (5)
____ CK99 AGGREGATE (<\$25 or OWNER (5)
UNKNOWN)

SAFEKEEPING

____ SD01 SAFE DEPOSIT BOX (5)
____ SD02 OTHER SAFEKEEPING (5)
____ SD03 OTHER TANGIBLE PROPERTY (5)

MISCELLANEOUS

____ MS01 WAGES/PAYROLL (1)
____ MS02 COMMISSIONS (1)
____ MS03 WORKERS COMPENSATION (5)
BENEFITS
____ MS04 PMT FOR GOODS / SERVICES (5)
____ MS05 CUSTOMER OVERPAYMENT (5)
____ MS06 UNIDENTIFIED REMIT (5)
____ MS07 UNREFUNDED OVERCHARGES (5)
____ MS08 ACCOUNTS PAYABLE (5)
____ MS09 ACCOUNTS RECEIVABLE OR CREDIT (5)
BALANCE
____ MS10 DISCOUNT DUE (5)
____ MS11 REFUNDS DUE (5)
____ MS12 GIFT CERTIFICATES (5)
____ MS13 LOAN COLLATERAL (5)
____ MS14 PENSION/PROFIT SHARE PLANS (5)
(IRA, KEOGH)
____ MS15 DISSOLUTION/LIQUIDATION (1)
PROCEEDS
____ MS16 MISC OUTSTANDING CK (5)
____ MS17 MISC INTANGIBLE PROPERTY (5)
____ MS18 SUSPENSE LIABILITIES (5)
____ MS99 AGGREGATE (<\$25 or OWNER (5)
UNKNOWN)

TRUST

____ TR01 PAYING AGENT ACCOUNTS (5)
____ TR02 UNDELIVERED/CASHED (5)
DIVIDENDS
____ TR03 FUNDS HELD IN A FIDUCIARY (5)
CAPACITY
____ TR04 ESCROW ACCOUNT (5)
____ TR05 TRUST VOUCHER (5)
____ TR99 AGGREGATE (<\$25 or OWNER (5)
UNKNOWN)

COURT

____ CT01 ESCROW FUNDS (1)
____ CT02 CONDEMNATION AWARD (1)
____ CT03 MISSING HEIRS' FUND ESTATES (1)
____ CT04 SUSPENSE ACCOUNTS (1)
____ CT05 OTHER COURT DEPOSITS (1)
____ CT06 GARNISHMENTS (1)
____ CT07 RESTITUTION (1)
____ CT99 AGGREGATE (<\$25 or OWNER (1)
UNKNOWN)

UTILITIES

____ UT01 UTILITIES DEPOSIT (1)
____ UT03 REFUND OR REBATE (1)
____ UT99 AGGREGATE (<\$25 or OWNER (1)
UNKNOWN)

GOVERNMENT

____ GT01 PROPERTY TAX OVERPAYMENTS (1)
____ GT02 EXCESS PROCEEDS FROM MAY (1)
TAX SALES
____ GT03 STATE TAX REFUNDS (1)
____ GT04 GOTCHA (1)
____ GT05 AP / WARRANTS (1)
____ GT99 AGGREGATE (<\$25 or OWNER (1)
UNKNOWN)

OTHER PROPERTY

____ ZZZZ PROPERTY NOT IDENTIFIABLE (5)

INSURANCE

____ IN01 INDIV POLICY/CLAIM PMT (5)
____ IN02 GROUP POLICY/CLAIM PMT (5)
____ IN03 PMT DUE BENEFICIARIES (5)
____ IN04 MATURE POL/ANNUITY (5)
____ IN05 PREMIUM REFUNDS (5)
____ IN06 UNIDENTIFIED REMIT (6)

SECURITIES

____ SC01 DIVIDENDS ONLY (5)
____ SC02 INTEREST (5)
____ SC03 PRINCIPLE PAYMENTS (5)
____ SC04 EQUITY PAYMENTS (5)
____ SC05 PROFITS (5)

**REPORT OF UNCLAIMED PROPERTY**

UTAH STATE TREASURER
UNCLAIMED PROPERTY DIVISION
341 SOUTH MAIN STREET, 5TH FLOOR
SALT LAKE CITY, UTAH 84111

Holder: _____

Attention: _____

Mailing Address: _____

Telephone: _____ Date: _____

For Office Use

Holder Id _____ Year _____ Suffix _____

Receipt# _____

Securities and/or Safekeeping _____

FILE THIS COPY ON OR BEFORE MAY 1

Report as of close of business on December 31, _____

Identifying Number (1)	Property Type Code (2)	Amount Due Owner Before Deductions And Withholdings (3)	Type of Deduction (4)	Deductions (see Instructions) Amount (5)	Amount Reported as Due Owner (6)	Date of Last Transactions (See Instruction) (7)	Owners Last Name, First Name Street Address City, State, Zip (8)	Owners Social Security Number (9)

YOUR REMITTANCE MUST ACCOMPANY REPORT

REPORT OF UNCLAIMED PROPERTY FORMS ST-1

TOTAL: _____

INSTRUCTIONS FOR COMPLETING REPORT OF UNCLAIMED PROPERTY

NATURE OF UNCLAIMED PROPERTY: The Utah Unclaimed Property Act in general requires businesses and others to review their records each year to determine whether they hold funds, securities, or other property that have been unclaimed for the required dormancy period, and to make an annual report of their findings.

WHEN TO FILE: All holders shall file before May 1 each year for property held at the close of business of the previous December 31. The Unclaimed Property Act requires that holders must send written notice to the apparent owner. This should be done not more than 120 days before filing this report on property that has value of \$50 or more and the holders records do not disclose the address to be inaccurate. Notice should be sent at least 60 days prior to filing. The state will publish notice annually, in a newspaper having general circulation in this state, the names and last known addresses of owners of abandoned property in the amount of \$50 or more. **EARLY REPORTING PERMITTED:** A holder may report and deliver property prior to completion of the dormancy period subject to prior written approval.

HOW TO REPORT:

Holder: Enter holder (company) name, contact name, mailing address, and telephone number of holder reporting.
Date: Enter date report is filed.
Period Covered: Enter the ending period for which the report is being filed.

COLUMN ENTRIES: Items of unclaimed property should be grouped by property type and alphabetized by last name within each category.

- COLUMN (1) Enter the identifying number. That is, check #, account #, policy #, safe deposit box #, etc.
COLUMN (2) Enter the property type code and description (see reverse side of Form ST-2-“Property Type Codes”)
COLUMN (3) Enter the amount due owner including all interest earned on deposits. In the case of **stocks and bonds**, list the number of shares, cusip #, class and security name. In the case of **safe deposit boxes** or other safekeeping items, a copy of the inventory of the contents must be attached as part of the report.
COLUMN (4) Enter one or more of the following codes in order to identify deductions or amounts withheld:
“SW” for service charges deducted “DW” for dividends withheld or discontinued
“IW” for interest withheld or discontinued “N” for no deductions or withholdings.
COLUMN (5) Enter the amount of any service charges imposed by virtue of the inactivity or dormancy of the property.
Service charges cannot be deducted from any property held unless there is an enforceable written contract between the holder and the owner.
COLUMN (6) For each item, the sum of the amounts in column (3) less the amounts in column (5), must be entered in column (6). This is the amount that must be remitted to the State Treasurer, Unclaimed Property Division.
COLUMN (7) Enter the date of last transaction, or date property became payable, redeemable, or returnable.
COLUMN (8) Enter the full name (i.e., last, middle, first) and last known address of each owner. Be sure to include any information that would aid in identification such as Jr., Dr., M.D., etc. Enter corporate and business titles as reflected in your records. If a single item has two or more owners, the names and address of all owners must be listed along with the relationship (e.g., “Trustee for,” “or,” “and,” etc.) If all owners have the same address, the address may be entered once beneath the names. When reporting certified cashiers checks, list the names and addresses of both the purchaser and payee, specifying each. Money orders and travelers checks require only the identification number.
COLUMN (9) Enter the owner’s social security number.

***AGGREGATE: Individual amounts under \$25, and amounts over \$25 where the identify of the owner is unknown, may be added together and reported as a single line item. Enter “aggregate” in column (8) and the single aggregate total in columns (3) and (6).**

***SECURITIES: For instruction and information on reporting securities please reference page 5.**

Contents of safe deposit boxes or other safekeeping items may be hand delivered to Unclaimed Property Division in Salt Lake City, Utah, or upon making an appointment, picked up by representatives of the Division. **Do not send contents by mail** without prior approval from the division.

Mail the complete report along with your remittance (check or money order), made payable to the Utah State Treasurer, to the address listed below. Keep a copy of the report for your files. If you have questions regarding your reporting obligations, please call the Division of Unclaimed Property (801) 320-5360, or write to the following address:

Utah State Treasurer
Unclaimed Property Division
341 South Main Street, 5th Floor
Salt Lake City, Utah 84111

Securities Registration & Deposit Instructions

For DTC (Electronic) Transfer

DTC # 954

Agent Bank # 26017

Reference: UTAH & Co

Acct # AUZF0324702

Two days prior to actual delivery a list of the securities including cusip numbers, the number of shares, issue names, and the delivering party's DTC participant number should be faxed to ACS Unclaimed Property Clearinghouse at 617-722-9660, Attn: Custody Department.

For Physical Stock Certificates

UTAH & CO

Acct # AUZF0324702

TIN # 33-1059625

c/o Mellon Security Trust Company

120 Broadway 13th Floor – Teller Window

New York, NY 10271

Two days prior to actual delivery a list of the securities including cusip numbers, the number of shares, issue names, certificate numbers and registration should be faxed to ACS Unclaimed Property Clearinghouse at 617-722-9660, Attn: Custody Department.

For Mutual Funds

MAC & CO A/C AUZF0324702

FBO State of Utah

Mutual Fund OPS-TC

P O Box 3198

525 William Penn Place

Pittsburgh, PA 15230-3198

TIN # 25-1536944

When funds are transferred to MAC & CO, please set up the account so that interested party statements are sent to ACS Unclaimed Property Clearinghouse, 260 Franklin St., 11th Floor, Boston, MA 02210, Attn: Mutual Funds Operations.

Two days prior to actual delivery a list of the securities including cusip numbers, the number of shares and issue names should be faxed to ACS Unclaimed Property Clearinghouse at 617-722-9660, Attn: Chris Gray. Authorized individuals include Michelle Colbert, Nell Jean-Jacques, Chris Gray and Lindsay Corcoran.

For DRP Shares

UTAH & CO

c/o ACS Unclaimed Property Clearinghouse

260 Franklin Street, 11th Floor

Boston, MA 02110

TIN# 33-1059625

Two days prior to actual delivery a list of the securities including cusip numbers, the number of shares and issue names should be faxed to ACS Unclaimed Property Clearinghouse at 617-722-9660, Attn: Chris Gray.